

Event Request, City of Plano Illinois

(Check all that apply)

- Parade
- Fair/Festival
- Run/Walk
- Ride
- March/Public Assembly
- Expo
- Other TRAIN DAY

Name of sponsoring organization(s) CITY OF PLANO

Not-for-profit Organization ID # _____

Date of event 3-11-2019 Start time 8 AM End time 3 PM

Set Up Date and/or Times 3-11-2019

Name of person(s) responsible for organizing and conducting event:

Name	Address	Phone	Email	Title
KAY McHINE	312 W. CHANDLER	630 552 1825	KAYMS@PLANO.IL.GOV	
SCOTT McHINE	312 W. CHANDLER	630 442 5924		

Number of people (____) animals (____) Vehicles (____) expected to participate. See * Page 2.

Describe the event in detail:

- TRAIN DISPLAYS
- VENDORS
- TOUCH A TRUCK
- TRACKLESS TRAIN
- BOUNCE HOUSE
- FOOD

Are you requesting streets to be closed? If so, list specifics and provide notation on any event route.

EAST DEPOT PARKING LOT from CENTER TO HUGH, NORTHSIDE
0.5 MILE WILL STILL HAVE PARKING
JOHN STREET from CENTER TO HUGH & JOHN STREET PARKING LOT

Does this event require blockage of Route 34? Yes _____ No X

(If yes, this will require approval from the Illinois Department of Transportation).

Are you requesting assistance from the City of Plano and/or Plano Police?

- Barricades?
- Emergency services
- Police presence for traffic or crowd control?
- Water
- Electricity
- Waste services

Please Describe:

ELECTRICITY IN EAST DEPOT PARKING LOT
BARRICADES TO BLOCK OFF PARKING LOTS
MIGHT NEED WATER FROM HYDRANT (Please notify the city or
least 7 days in advance) NO

Proof of insurance submitted Yes No

Kay Mallum /Signature of person making application
KAY MALLUM /Printed Name/Title

312 W Church /Address
Plano

630 552-1885 /Telephone
KAYM540A@Yahoo.com /Email address

Signatures needed:

Police Chief: [Signature]

Fire Chief: [Signature]

Director of Building, Planning, & Zoning: [Signature]

Director of Public Works: [Signature]

Street Superintendent: _____

Mayor: [Signature]

Necessary Attachments to this application:

- Event Map
- Insurance Certificate